uOttawa Education Career Fairs 2020

Welcome to the University of Ottawa!

Schedule

**Resource Centre, Faculty of Education**
Lamoureux Hall (LMX), Room 203
145, Jean-Jacques-Lussier Private
Ottawa (Ontario) K1N 6N5
[View a map](#)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>12pm – 1pm</td>
<td>Welcome and set up display in Resource Centre</td>
</tr>
<tr>
<td>1pm – 5pm</td>
<td>Career Fair (displays)</td>
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<td><em>Please note that you must stay until 5 pm to allow students arriving later in the day the opportunity to speak to the boards that interest them.</em></td>
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<tr>
<td>5pm – 5:30pm</td>
<td>Close up display</td>
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Practical information

**Light refreshments:**
The coffee lounge is located in room 203K of the Resource Centre.

**Room reservations for written tests and interviews:**
Rooms have been reserved to allow you to conduct one-on-one conversations, mini interview sessions or written exams for candidates. Please note that the rooms are available on a first-come, first-serve rotational basis and will be shared. Please go to the registration table to secure a room and time.

**WiFi**
To access the Internet from your device, please select the “guOttawa” wireless network. No password will be required. The access to WIFI will only be available to you in the location of the fair.

**Photocopies**
No photocopies will be made on-site. Please bring the material you need.

**Paid Parking**
If you are driving to the fair, you can park your vehicle in one of these three garages:

- Brooks Garage (100 Thomas-Moore)
- Desmarais Garage (55 Laurier avenue East (entrance on Nicholas street))
- Minto Sports Complex Garage (801 King Edward Avenue)
Steps to follow:

1. Drop your material off in front of Lamoureux Hall (145 Jean-Jacques-Lussier Private). A volunteer will greet you at the entrance with a cart. Make sure your material is identified with the name of your institution. The volunteer will bring your material in and put it at your booth.

2. Proceed to the Brooks Garage, the Desmarais Garage, or the Minto Sports Complex Garage to park your vehicle.

The University of Ottawa is an urban campus. This means, available parking on-site is extremely limited. We highly recommend that you arrive early in order to get a parking space at one of the garages, as the spaces are not reserved and fill up quickly in the morning. You can also choose to take a taxi.

Do not leave your vehicle unattended or parked in a no-parking zone. The University of Ottawa will not be responsible for any parking violation that you may receive. If you choose to park your vehicle on the street, you must follow the [City of Ottawa parking regulations and restrictions](#).

**Shipping**

You are welcome to ship your display materials prior to the fair. Please note that you should arrange to have your package arrive **before February 6, 2020**. You must advise us in writing if material will be shipped. Make sure to indicate the name of your institution, the number of boxes and the approximate date of arrival. We will be contacting you if your material has not arrived prior to the event. Please remember that the space reserved for you on the day of the fair is limited. Therefore, we recommend that you limit the amount of material you bring.

Please send your deliveries to the following address:

**Education Career Fair 2020**
Career Development Centre
Attn: Lauren Hunter
85 University Pvt. Room 312
Ottawa, Ontario
K1N 6N5

**Return shipping**

If return shipping will be needed, please make sure that you prepare, seal and clearly identify your boxes before leaving the fair. You must provide a prepaid shipping voucher with your boxes. Without a prepaid voucher, your boxes will not be returned to you.

**Taxi**

If you wish to travel by taxi in the city of Ottawa, you may contact either of these companies:

- **Capital Taxi**: 613-744-3333
- **BlueLine Taxi**: 613-238-1111

**Emergencies**

For any emergency during the fair (i.e., assistance, medical problem, incident), please let me know immediately at the registration table. Protection services ensure security on campus. Here is their number: **Security** 613-562-5499 **Emergency** 613-562-5411.
Questions?

If you need anything during the day of the fair, do not hesitate to come see me at the registration table. You may also reach me by cell (on the day of the fair only): 613-979-5500

Lauren Hunter
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